

Retention and Classification Report

Agency: Department of Transportation. Office of Motor Carriers (2422)

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Records Officer Tawnya Lang

26560	Get Started pamphlets
03318	Motor carrier case files
10381	Overweight citations

AGENCY: Department of Transportation. Office of Motor Carriers

SERIES: 26560

3

TITLE: Get Started pamphlets

DATES: 1995-

ARRANGEMENT: Chronological by year thereunder by month

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 06/04/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These quarterly updated pamphlets reflect changes in state and federal regulations.

AGENCY: Department of Transportation. Office of Motor Carriers

SERIES: 26560

TITLE: Get Started pamphlets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Office of Motor Carriers

SERIES: 3318

4

TITLE: Motor carrier case files

DATES: i 1975-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These case files describe the characteristics of a motor carrier company and its drivers. The file documents that a motor carrier company has knowledge of regulations governing motor carriers and forms the basis for audit trails which could lead to legal action if non-compliance with state or federal regulations is suspected. The information includes age, alcohol or drug addiction, civil/criminal court involvement, current and past addresses, driver's license number, educational level, employer, employment history, job position information (grade/step, etc.), medical information, military service, motor vehicle ownership, name, occupation, occupational licenses, physical characteristics, physical disabilities, police records, psychiatric information, references, social security number, and telephone number. Files contain compliance reviews, safety audits, case files, correspondence to and from motor carriers, attorneys, and the Attorney General's office, correspondence relating to complaints against company or drivers, driver vehicle examination reports, accident reports, reports compiled by federal agencies, and records collected by auditors and attached to the case files such as logbooks, fuel receipts, and driver pre-trip inspection reports.

RETENTION:

Retain 3 years after company dissolves

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1986

AGENCY: Department of Transportation. Office of Motor Carriers

SERIES: 3318

TITLE: Motor carrier case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after company dissolves and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the general audit requirements of similar records.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Transportation. Office of Motor Carriers

SERIES: 10381

4

TITLE: Overweight citations

DATES: 1985-

ARRANGEMENT: Alphabetical by carrier name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Records created by the Utah Highway Patrol and the Ports of Entry to document illegal overweight commercial vehicles, then entered on the computer by Motor Carriers and used as background data regarding specific companies (their violations, etc.). Information includes driver's name, address, date of birth, gender, and driver's license number; make, license number, and owner of vehicle; place, date, and time of violation; authorized weight, actual weight, and signature of officer.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until entered into database and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

AGENCY: Department of Transportation. Office of Motor Carriers

SERIES: 10381

TITLE: Overweight citations

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. These records are subject to litigation.

PRIMARY CLASSIFICATION:

Public